



HM Prison & Probation Service

HQ Job Description (JD)

Band 5

Group Family: Generic - Policy

Job Description: Policy Officer

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JD Evidence	

HQ Job Description

Job Title	Policy Officer
Directorate	Generic - Policy
Band	5

Overview of the job	The job holder will support the Policy Team, and contribute to the Managers planning and managing of policy development and implementation for a group of policies.
Summary	The job holder will work flexibly across the full range of policies in line with their Team's priorities as determined by managers. The job holder will be expected to work closely with their policy manager colleagues to share information, ensure consistency and develop good practice.
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Draft business cases and impact assessments for the introduction/review of operational / non-operational policies. • Provide support to the policy teams in the review of existing and the development of new policies • Research and prepare first draft responses to Parliamentary Questions, Minister's Cases, Judicial Reviews and complicated Freedom of Information requests and Treat Official correspondence. Provide substantive responses without supervision to straightforward Freedom of Information requests and Treat Official correspondence. • Respond via email, phone or letter to policy queries from prison staff, NOMS colleagues, members of the public and prisoners. • Provide advice on application of existing policy and related processes • Draft the response and defence to less complex legal challenges concerning the policies and their implementation, co-ordinating with other policy leads and liaising with other stakeholders, legal advisers and Treasury Solicitors. • Devise the most effective and efficient way of developing and implementing policies, engaging with a wide range of policy and other stakeholders across the broader criminal justice system as well as within NOMS: consulting during the development of new policies and communicating as necessary to maintain their confidence in NOMS. • Provide draft responses and comments for NOMS responses to reports such as IMB and HMCIP in relation to recommendations that they make • Maintain system databases • Take minutes of meetings, as required. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.</p>
Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Making Effective Decisions • Communicating and Influencing • Leadership • Working Together • Managing a Quality Service • Delivering at Pace

Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical requirements	
Ability	

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	
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Success Profile

Behaviours	Strengths	Ability	Experience	Technical
Changing and Improving	it is advised strengths are chosen locally, recommended 4-8			
Making Effective Decisions				
Communicating and Influencing				
Leadership				
Working Together				
Managing a Quality Service				
Delivering at Pace				